



South Coast Tourism & Investment Enterprise SOC (RF)

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NOTICE

INVITATION FOR ACCREDITED SERVICE PROVIDERS TO BE APPOINTED AS A DIGITAL SPECIALIST FOR A DIGITAL MARKETING, WEBSITE AND APP MANAGEMENT SERVICES FOR SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE FOR 36 MONTHS PERIOD.

CONTRACT NO: SCTIE 5/2026

Bids are hereby invited from accredited service providers to be appointed as a digital specialist for digital marketing, website and app management services for SCTIE for 36 months period.

Bid documents are obtainable from South Coast Tourism and Investment Enterprise in Port Shepstone at No. 16 Bisset Street as from **Tuesday, 28 April 2026** at A NON-REFUNDABLE bid document fee of R500.00 payable in cash at the SCM offices between 08h00 and 16h30 (Mon – Thur) & 08h00 and 16h00 (Fri) or deposited to SCTIE Bank Account. (No cheques will be accepted).

The bid documents can be collected at SCTIE offices or requested by email upon producing a proof of payment.

Bids need to comprise one master and 3 exact paper copies and need to be completed in accordance with the conditions indicated in the bid document, must be bound, sealed and marked with the relevant contract number and deposited in the official tender box at the reception of **South Coast Tourism & Investment Enterprise 16 Bisset Street, Port Shepstone, not later than 10h00 on Friday 29 May 2026**, at which time bids will be opened in public.

A briefing session will be held virtually via MS team **on (Thursday), (7 May 2026)** at 11: 00.

For the briefing link to be sent to you, please contact Ms Lihle Ncane on details below, alternatively, the briefing link will be available on the SCTIE website from the Monday the 4 May 2026 from 10:00.

All bid enquiries are to be directed to **Ms Lihle Ncane SCM Officer**, during office hours on (039) 682 7944 or emailed to lihle@sctie.co.za. Cut off date for enquiries will be on the Friday the **15 May 2026 @ 12:00**.

Conditions: Failure to provide the following documents completed and up to date documents and certified where applicable will lead to automatic disqualification

- Bidders must be registered on the **Central Supplier Database (CSD)** and proof of registration must be submitted.
- Valid **SARS Tax Compliance Status (TCS PIN)** must be submitted.
- All **MBD Forms** must be completed.
- A valid and original copy of a B-BBEE Certificate must be submitted.
- Proof of **CIPC registration** certificate.
- Current **Municipal Rates Clearance Certificate** or valid lease (not older than 3 months).
- Directors of companies or service providers who are state employees are not allowed to bid.
- The bid documents will be available from the **28 April 2026**.
- Bids that are submitted late, incomplete, unsigned, unbound, or by facsimile, electronically, or not completed in black ink will be rejected and not accepted for further evaluation. Bids submitted are to hold good for a period of **90** days.
- The unsuccessful bidders will be notified of the bid outcome through the SCTIE website.
- An aggrieved bidders will be allowed to lodged their grievance in writing within 14 days after the decision has been made. The objections can be forwarded to the office of the CEO objections@sctie.co.za.

The bid will be evaluated on Functionality, Price and Preference. Bidders that score less than 70% for functionality, will not be evaluated further.

Functionality Assessment Criteria is as follows:

FUNCTIONALITY

Website (Hosting, Updates Maintenance and Development)

PRE- QUALIFICATION CATEGORY AND DESCRIPTION		ALLOCATION	TOTAL POINTS
Website			15
	Four appointment letters or order numbers and a signed reference letter for each	15	
	Three appointment letters or order numbers and a signed reference letter for each.	10	
	Two appointment letters or order numbers and a signed reference letter for each.	5	

Mobile APP: Hosting, Updates, Maintenance and Development

Mobile APP: Hosting, Updates, Maintenance and Development			15
	Four appointment letters or order numbers and a signed reference letter for each.	15	
	Three appointment letters or order numbers and a signed reference letter for each.	10	
	Two appointment letters or order numbers and a signed reference letter for each.	5	

Search Engine Optimisation

Provide letters from 3 Clients confirming your services of Search Engine Optimisation supplied, with positive outcomes			10
	3 Clients with positive results	10	
	2 Clients with positive results	8	
	1 Client with positive results	5	

Qualification of Key personal

Qualification and Experience of key personal (Main Project Manager):			40
	National Diploma/Degree (Information technology or computer science)	10	
	Web Development Certificate	10	
	Project Leader Minimum 15 Years Experience	10	
	Project Management Qualification	10	

METHODOLOGY

The Service Provider must provide a clear methodology of implementing the solution			20
	<ul style="list-style-type: none"> • Implementation Approach and Methodology • Draft Project Implementation Plan 	20	
	Bidders that do not submit: <ul style="list-style-type: none"> • implementation approach and methodology or • Draft Project Implementation Plan 	10	
	No methodology	0	

South Coast Tourism and investment Enterprise subscribes to the Preferential Procurement Regulations **2022**, pertaining to the Preferential Procurement Policy Framework Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and **Specific Goals**.

Price and Preference will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals (*See below table*), in terms of revised Preferential Procurement Regulation in effect from 16 January 2023 Gazette Notice No. 47452 dated 04 November 2022.

Points to be allocated as follows:

	Categories	Weight	80 20
1	Ownership	60%	12
2	Reconstruction & Development Programme	30%	6
3	Other Specific Goals-	10%	2
		100%	20
#	Specific Goal(s)	Weight	80 20 PP
	Ownership Categories :		
1	Broad Based Black Economic Empowerment:		
	1. BBBEE Level 1	100%	10
	2. BBBEE Level 2	80%	8
	3. BBBEE Level 3 to 8	40%	5
2	Promotion of Local Business(s)		
	1. Enterprise Located within the District Municipality - Rural	100%	5
	2. Enterprise Located within the District Municipality - Urban	75%	3
	3. Enterprise Located within the Province	25%	1
3	Other Specified Goals		
	1. Enterprise 100% owned by Youth/Women/Disabled/ Military V	100%	5

SCTIE reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to tender.

Kindly note: Regulation 44 of Municipal Supply Chain Management Regulations states that the Municipality may not make any award to a person who is in the service of the state

**DR VUSUMUZI SIBIYA
CHIEF EXECUTIVE OFFICER
SOUTH COAST TOURISM AND INVESTMENT ENTERPRISE**